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**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

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TO: School District LEP/ELL Program Directors/School Contacts
FROM: Lodee Arnold, Assistant Director
DATE: March 23, 2016
RE: Update: ACCESS for ELLs 2.0 – 2nd Test Window

The North Dakota Department of Public Instruction (NDDPI) previously announced the availability of the ACCESS for ELLs 2.0 - 2nd Test Window. There are a couple of updates I would like you to be aware of.

Updated Format

All tests given in the 2nd test window will be **PAPER-BASED**. All test administrators must be trained in administering the speaking portion of the test.

Updated Test Schedule

- ACCESS for ELLs 2.0 – 2nd Test Window (see below)
- Student test registration/ordering is due **April 8, 2016** (additional students can be added individually after this date)
- Districts will receive materials on **April 13, 2016**
- Additional Material ordering window is **April 9, 2016 – May 11, 2016**
- Testing Window is **April 18, 2016 – May 13, 2016**

Updated Student Registration/Ordering Procedure (need Tier information)

To register students for the ACCESS for ELLs 2.0 - 2nd Test Window, please be sure they are enrolled and marked ELL in STARS, complete the attached Student Registration Spreadsheet and return it to [Jill Frohlich](#).

District Registration

If your district has not been previously registered with WIDA Assessment Management System (AMS), please complete the attached district registration spreadsheet and return to [Jill Frohlich](#). This must be done prior to registering students. The attached form is completed with sample information to show you how to input your district information. Please replace the information with your district/school information. The form identifies Test Coordinators and Technology Coordinators for the district and any school building you wish to include. The district can be registered as a K-12 school/district if you wish. The NDDPI will send this information to Data Recognition Corporation (DRC) which will officially register your district in the AMS system.

Test Coordinator/Test Administrator Preparation: Paper-Based Training

Be sure to have Test Coordinators and Test Administrators get started on the **paper-based** preparation checklists right away. I cannot stress this enough. The better prepared you are, the more smoothly the testing experience will be.

If you have any questions, please do not hesitate to contact me at laarnold@nd.gov or 701-328-1876.

ND School for the Deaf/RCDHH
Devils Lake, ND
(701) 665-4400

ND State Library
Bismarck, ND
(701) 328-2492

ND Vision Services/School for the Blind
Grand Forks, ND
(701) 795-2700

**NORTH DAKOTA ENGLISH LANGUAGE PROFICIENCY
PAPER - BASED
2nd WINDOW ASSESSMENT SCHEDULE
ACCESS FOR ELLS 2.0 2015-2016**

Description	Start Date	End Date
Provide NDDPI with student counts for materials order	4/8/2016	4/8/2016
Districts Receive Test Material (On)	4/13/2016	4/13/2016
Test Window	4/18/2016	5/13/2016
Additional Test Material Window	4/9/2016	5/11/2016
Districts Ship Completed Test Material to DRC	5/20/2016	5/20/2016
Districts Receive Reports Online	TBD	TBD